



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

June 24, 2008

*Please share with Human Resources &
Professional Development staff*

TO: Administrators

FROM: Rusty Rosenkoetter, Coordinator
Educator Certification

SUBJECT: Professional Development Not Met Report and Inactive Status

All districts are required to annually report professional development clock hours completed by certificated staff. In the past, you've received a report from DESE indicating individuals who had not completed the required number of hours and who are in danger of becoming "inactive" (not eligible to be counted for state aid). We now have a new report that school districts may use to determine which employees are in jeopardy of losing their active status.

You may review the report now on the DESE website. Login to the Web Applications feature and then enter the Professional Development Reporting feature. Under the "Reports" heading, choose the Not Met Educators -- with last year's report date -- 2006-07. The report should provide you a list of individuals who have not completed the correct total of professional development hours (cumulative for the preceding three years).

Beginning in the 2008-09 school year (the fifth year of the statutory professional development requirement); DESE will begin monitoring local recordkeeping of professional development activities. We will also begin enforcing the INACTIVE STATUS of individuals who do not complete and report the required professional development clock hours.

SSN	Educator	Years Exp	Position	Degree	Classification	PD Hours Reported	District
xxx-xx	John Doe	8	60	BA	CPC	40	xxx-xxx
xxx-xx	Jane Doe	9	60	MEd	CCPC	24	xxx-xxx
xxx-xx	Dan Eatspie	14	30	BS	PC2	29	xxx-xxx
xxx-xx	Mary Eatspietoo	6	70	EdD	Adm I	14	xxx-xxx

In the above example, none of the individuals have completed their professional development hourly requirements over the preceding three-year span:

- John Doe has 8 years of experience and a bachelor's degree. He needs to complete 15 hours annually for a total of 45 hours;
- Jane Doe has the next higher degree (master's) but only 9 years of experience. She needs to complete 15 hours annually for a total of 45 hours;

- Dan Eatspie has 14 years of experience but only a bachelor's degree. He needs to complete 15 hours annually for a total of 45 hours; and
- Mary Eatspietoo has six years of administrative experience and the next higher degree (doctorate). She needs 30 clock hours annually for a total of 90 hours.

Attached is the chart of required professional development hours for your review.

If you have questions about the report or the required hours to be reported annually to DESE, please contact the Educator Certification Section at 573/751-0051 or 573/751-3847.

/rr

attachment

Required Professional Development Hours

1 semester credit = 15 PD contact hours

Classification	Initial Certification Years 1-4	Reactivation	Career Certification Years 5-99	PD Exempt Status
AEL – adult education – IAEI, CAEL, F1, F2	60 total contact hours	24 contact hours plus annual requirement	20 contact hours annually until exempt	Two of three: 10 years exp. or next higher degree or national board certification
Administration – principals, special ed. directors and career ed. directors – IAC, CCAC, A1, A2, Adm I, Adm II	120 total contact hours	24 contact hours plus annual requirement	Years 5-10 must complete EdS degree (or 30 contact hours annually until the degree program is started)	Two of three: EdS or higher degree, 10 years experience or national board certification
Administration – superintendent – IAC, CCAC, A1, A2, Adm II	120 total contact hours	24 contact hours plus annual requirement	30 contact hours annually until exempt	Two of three: 10 years exp. or next higher degree EdD, or national board certification
Career Education – vocational, health sciences, trade & technical fields – ICEC, CCEC, V1, V2	90 total contact hours	24 contact hours plus annual requirement	30 contact hours annually until exempt	Two of three: 10 years exp. or next higher degree or national board certification
Professional – most core area teachers and librarians – IPC, CCPC, CPC, PC2	30 total contact hours	24 contact hours plus annual requirement	15 contact hours annually until exempt	Two of three: 10 years exp. or next higher degree or national board certification
Student Services – counselors, psychologists, speech/language path – S1, S2, G1, G2, ISS, CCSS	40 total contact hours	24 contact hours	20 contact hours annually	Two of three: 10 years exp. or next higher degree or national board certification
Provisional (2 years) nonrenewable	Must complete credits/requirements to move to Initial certification within two years	n/a	n/a	n/a
Temporary (1 year)	Must complete 9 college credits annually to renew	n/a	n/a	n/a
Lifetime	Exempt	n/a	Exempt	n/a

6/24/08